

**ATTACHMENT #2**

**AUTOMATED INFORMATION SYSTEMS PROFILES**

**AIS systems requiring support services: Gregory Yedell**

***Publication Utilities for Blue/Yellow Book***

**1. Name of Application/System: BLUEUTIL**

**Purpose of this application**

Utilities related to the Publication of the Blue/Yellow Books. (Classified Index of NLRB Board Decisions and Related Court Decisions).

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

John Hornbeck and Herb Weiser in the Research and Policy Planning Branch personnel

**2. Name of Application/ System**

**Server the SW resides on**

Advice - Volume LRES

**Software Configuration on Server**

**Directory**

G:\PROJ\LRCP

G:\PROJ\GPO

G:\PROJ\GPOC

**Files**

All including subdirectories

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better. Windows or Dos

**Desktop configuration (special cards/connections)**

Icon on Desktop calls batch files. Use LRPUBUTL.BAT.

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Gregory Yeldell

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

**4. Phone number: (202) 273-4093**

**5. System documentation - None.**

**User**

**Reference**

**Technical Training (if available)**

## AIS systems requiring support services: Gregory Yedell

### *Representation Cases (RCASE)*

1. **Name of Application/System: RCASE**

**Purpose of this application**

Classified Index of Decisions of the Regional Directors of the NLRB in Representation Proceedings. (Green Book)

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Research and Policy Planning Branch personnel (John Hornbeck).

2. **Name of Application/ System**

**Server the SW resides on**

Advice - Volume LRES

**Software Configuration on Server**

**Directory**

G:\PROJ\LRCP

G:\PROJ\GPO

G:\PROJ\GPOC

**Files**

All including subdirectories

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better. Windows or Dos

**Desktop configuration (special cards/connections)**

Icon on Desktop calls batch files. Use LRRCASE.BAT for users that don't have a local printer. Use HRRCASE.BAT for users with local printer

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Gregory Yeldell

**Contractor**

**Vendor**

3. **Procedures for Contractor carrying out support requirements**

All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

4. **Phone number: (202) 273-4093**

5. **System documentation - None.**

**User**

**Reference**

**Technical Training (if available)**

## AIS systems requiring support services: Gregory Yedell

### *Regional Office Budgeting System v8 (ROBS)*

1. **Name of Application/System:** ROBS

**Purpose of this application**

Allows regions to track obligations and expenditures. Budget information is electronically sent to Headquarters Finance Dept. once a week.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Regional Office Manager and OM assistants.

2. **Name of Application/ System**

**Server the SW resides on**

Regional Server - Volume SYS2

Directory U:\RFMS

**Software Configuration on Server**

**Directory**

U:\RFMS

U:\RFMS\LOCAL8

**Files**

ROB98DAT.MDB, ROB98VER.MDB

ROB98FRM.MDB, ROB98.MDW, ROB98COM.MDB,

FLAGMDB.BAT

**Desktop Hardware supported on (386, 486, Pentium)**

Pentium or better, Windows 95

**Desktop configuration (special cards/connections)**

Access97 Required

Setup program on CD labeled *NLRB ROBS v8 (REGION) 9/1/98*

**Directory**

C:\Program Files\NLRB\Robsv8

**Files**

(Files installed by setup)

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Gregory Yedell

**Contractor**

**Vendor**

3. **Procedures for Contractor carrying out support requirements**

Files in directory U:\RFMS must be restored by backup otherwise all data is lost.

Other files can be recovered from backup or setup CD.

4. **Phone number (202) 273-4093**

5. **System documentation**

User Robs Manual produced by Karl Rohrbaugh

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Gregory Yedell**

***Unfair Labor Practices (ULP)***

**1. Name of Application/System: ULP**

**Purpose of this application**

Database of Classified Index of Dispositions of ULP Charges by the General Counsel of the NLRB. (Gray Book).

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Research and Policy Planning Branch personnel (John Hornbeck).

**2. Name of Application/ System**

**Server the SW resides on**

Advice - Volume LRES

**Software Configuration on Server**

**Directory**

G:\PROJ\LRCP

G:\PROJ\GPO

G:\PROJ\GPOC

**Files**

All including subdirectories

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better. Windows or Dos

**Desktop configuration (special cards/connections)**

Icon on Desktop calls batch files. Use LRULP.BAT for users that don't have a local printer. Use HRULP.BAT for users with local printer

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Gregory Yeldell

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

**4. Phone number: (202) 273-4093**

**5. System documentation - None.**

**User**

**Reference**

**Technical Training (if available)**

## AIS systems requiring support services: Gregory Yedell

### *Work-In-Progress (WIP)*

**1. Name of Application/System: WIP**

**Purpose of this application**

Work-In-Progress Classified Index of NLRB Board Decisions and Related Court Decisions.  
(Blue/Yellow Book)

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Research and Policy Planning Branch personnel (John Hornbeck).

**2. Name of Application/ System**

**Server the SW resides on**

Advice - Volume LRES

**Software Configuration on Server**

**Directory**

G:\PROJ\LRCP

G:\PROJ\GPO

G:\PROJ\GPOC

**Files**

All including subdirectories

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better. Windows or Dos

**Desktop configuration (special cards/connections)**

Icon on Desktop calls batch files. Use LRWIP.BAT for users that don't have a local printer. Use HRWIP.BAT for users with local printer

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Gregory Yeldell

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

**4. Phone number: (202) 273-4093**

**5. System documentation - None.**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Gregory Yedell**

***Freedom of Information Act (FOIA)***

**1. Name of Application/System:** FOIA

**Purpose of this application**

Database of FOIA requests.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Research and Policy Planning Branch personnel (John Hornbeck).

**2. Name of Application/ System**

**Server the SW resides on**

Advice - Volume LRES

**Software Configuration on Server**

**Directory**

G:\PROJ\LRCP

**Files**

All including subdirectories

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better. Windows or Dos

**Desktop configuration (special cards/connections)**

Icon on Desktop calls batch files. Use LRFOIA.BAT for users that don't have a local printer. Use HRFOIA.BAT for users with local printer

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

**FTE:** Gregory Yeldell

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

**4. Phone number:** (202) 273-4093

**5. System documentation - None.**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Gregory Yedell**

***Classified Index - The Electronic Network (CITENET)***

**1. Name of Application/System: CITENET**

**Purpose of this application**

Search and Retrieval of scopes from the WIP database (Classified Index of NLRB Board Decisions and Related Court Decisions).

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

All NLRB employees.

**2. Name of Application/ System**

**Server the SW resides on**

Advice - Volume LRES

**Software Configuration on Server**

**Directory**

G:\PROJ\LRCP\RESEARCH

**Files**

All including subdirectories

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better. Windows or Dos

**Desktop configuration (special cards/connections)**

Icon on Desktop calls batch files. Use LRPIX.BAT.

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

**FTE:** Gregory Yeldell

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

**4. Phone number: (202) 273-4093**

**5. System documentation**

**User - CiteNet User's Manual**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Gregory Yedell**

**Headquarter Import Robs (HIR)**

**1. Name of Application/System: HIR**

**Purpose of this application**

Imports ROBS text files received from regions every week.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Karl Rohrbaugh in Finance; Carole Coleman in Operations Management personnel; Laurie Sanders, Francis Young, and Gregory Yeldell in ITB.

**2. Name of Application/ System**

**Server the SW resides on**

Operation Management - Volume OPER  
Directory \10DAY

**Software Configuration on Server**

Directory  
\10day

Files  
RB98HIMP.MDB, ROB98.MDW

**Desktop Hardware supported on (386, 486, Pentium)**

Pentium or better, Windows 95

**Desktop configuration (special cards/connections)**

Access97 Required

Setup programs on CD labeled *ROBS HQ v8 (6/18/98)* in directory \SETUPIM.

Directory

C:\Program Files\NLRB\RB98IMP

Files

(Files installed by setup)

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

**FTE:** Gregory Yeldell

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

Files in directory \10DAY must be restored by backup otherwise all data is lost.  
Other files can be recovered from backup or setup CD.

**4. Phone number (202) 273-4093**

**5. System documentation - none**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Gregory Yedell**

**Headquarter Operations Budgeting System v8 (HOBS)**

**1. Name of Application/System: HOBS**

**Purpose of this application**

Produces management reports on regional obligations and expenditures.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Only managers in Finance and Operations Management.

**2. Name of Application/ System**

**Server the SW resides on**

Operations Management - Volume OPER

Directory \10DAY

**Software Configuration on Server**

**Directory**

\10day

\10day\LOCAL8

**Files**

RB98HDAT.MDB, ROB98.MDW

RB98HFRM.MDB, ROB98FRM.MDB, ROB98VER.MDB,

ROB98.MDW, ROB98COM.MDB

**Desktop Hardware supported on (386, 486, Pentium)**

Pentium or better, Windows 95

**Desktop configuration (special cards/connections)**

Access97 Required

Setup programs on CD labeled *ROBS HQ v8 (6/18/98)* in directory \SETUPHQ and \SETUPV8

**Directory**

C:\Program Files\NLRB\RBHQv8

**Files**

(Files installed by setup)

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Gregory Yeldell

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

Files in directory \10DAY must be restored by backup otherwise all data is lost.

Other files can be recovered from backup or setup CD.

**4. Phone number (202) 273-4093**

**5. System documentation - none**

**User**

**Reference**

**Technical Training (if available)**

## AIS systems requiring support services: Gregory Yedell

### *Operations Management Executive Assistant v8 (OMEX)*

**1. Name of Application/System : OMEX**

**Purpose of this application**

Audit and track Current Employee locations and positions.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Operations Management

**2. Name of Application/ System: OMEX**

**Server the SW resides on**

Operations Management - Volume OPER

Directory \Opercom\Execasst

**Software Configuration on Server**

**Directory**

Opercom\Execasst

Opercom\Execasst\Local98

Opercom\Execasst\Omxsetup

**Files**

OMX98DAT.MDB, OMX98ARC.MDB

OMX98.MDW, OMX98FRM.MDB

(All Files)

**Desktop Hardware supported on (386, 486, Pentium)**

Pentium or better

**Desktop configuration (special cards/connections)**

Access97 Required

Setup program "Setupex.exe" located in Opercom\Execasst\Omxsetup.

**Directory**

C:\Program Files\NLRB\Executive Assistant v8

**Files**

(Files installed by setup)

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE : Gregory Yeldell

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

Files in directory Opercom\Execasst must be restored from backup otherwise all data is lost. Others files can be recovered from backup or setup CD.

**4. Phone number - (202) 273-4093**

**5. System documentation - None**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Gregory Yedell**

***IPRO (Intelligent Procurement System)***

**1. Name of Application/System : PAI-IPRO**

**Purpose of this application**

MS SQL v6.5 Database of Purchase Requests and Purchase Orders.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Procurement managers and contracting personnel in Procurement Facilities Branch and the Library.

**2. Name of Application/ System**

**Server the SW resides on**

NT Server NLRBEDI

**Software Configuration on Server**

**Directory**

D:\IPRO

D:\MSSQL

**Files**

All including subdirectories

**Desktop Hardware supported on (386, 486, Pentium)**

Windows 95 or NT Workstation 4.0

**Desktop configuration (special cards/connections)**

Icon on Desktop.

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Gregory Yeldell, Paula Roy

**Contractor**

**Vendor:**

DSIC (Digital System International Corporation)

PAI (Procurement Automation Institute)

**3. Procedures for Contractor carrying out support requirements**

All files and sub-directories must be restored from backup if server drive is replaced.

**4. Phone number: (202) 273-4093**

**5. System documentation**

User - User's Manual

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Gregory Yedell**

***Procurement Management Information System (PMIS)***

**1. Name of Application/System: PMIS**

**Purpose of this application**

Database of Purchase Requests and Purchase Orders.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Procurement managers and contracting personnel in Procurement Facilities Branch and the Library.

**2. Name of Application/ System**

**Server the SW resides on**

Admin - Volume PROFAC

**Software Configuration on Server**

**Directory**

P:\PMISCOM\PMISNEW

**Files**

All including subdirectories

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better. Windows or Dos

**Desktop configuration (special cards/connections)**

Icon on Desktop calls batch files. Use LOGONX.BAT.

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Gregory Yeldell

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

All files and sub-directories in P:\PMISCOM\PMISNEW must be restored from backup if server drive is replaced.

**4. Phone number: (202) 273-4093**

**5. System documentation**

User - User's Manual

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Gregory Yedell**

***Publication of Blue/Yellow Book Scopes***

**1. Name of Application/System: BLUEBOOK**

**Purpose of this application**

Publication of the Blue/Yellow Books scopes or digests in WIP Database (Classified Index of NLRB Board Decisions and Related Court Decisions).

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

John Hornbeck and Herb Weiser in the Research and Policy Planning Branch personnel

**2. Name of Application/ System**

**Server the SW resides on**

Advice - Volume LRES

**Software Configuration on Server**

**Directory**

G:\PROJ\LRCP

G:\PROJ\GPO

G:\PROJ\GPOC

**Files**

All including subdirectories

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better. Windows or Dos

**Desktop configuration (special cards/connections)**

Icon on Desktop calls batch files. Use LRPUBPUB.BAT.

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Gregory Yeldell

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

All files and sub-directories in G:\PROJ must be restored from backup if server drive is replaced.

**4. Phone number: (202) 273-4093**

**5. System documentation - None.**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Dan Dalio**

***Finance***

**1. Name of Application/System : Year End Solutions**

**Purpose of this application**

Prepare W2, 1099 and Electronic Filing Files formats for Agency Tax reporting

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office - Dan Dalio

**2. Name of Application/ System: Travel Manager  
Server the SW resides on**

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

486 or Better

**Desktop configuration (special cards/connections)**

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio, Finance Office

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation -**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Dan Dalio**

***Finance***

**1. Name of Application/System : Travel Manager**

**Purpose of this application**

Process Travel Orders/Vouchers

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office:           Sondra Rhodes  
                                  Rita Beaudoin  
                                  Dan Dalio  
                                  Karl Rohrbaugh

**2. Name of Application/ System: Travel Manager**

**Server the SW resides on**

Fin\_Bud\SYS:\tm71

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

486 & Win 3.1 or Pentium or better with Win95

**Desktop configuration (special cards/connections)**

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio, Finance Office and Laurie Sanders/Francis Young (ITB)

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation**

User

Reference

Technical Training (if available)

**AIS systems requiring support services: Dan Dalio**

**Finance**

**1. Name of Application/System : Backpay**

**Purpose of this application**

Track Backpay Activity, Generate Check File to be transmitted to Treasury

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office

**2. Name of Application/ System: MADE**

**Server the SW resides on**

FIN\_BUD- Volume SYS1:

Directories Backpay

Files BP1995.mdb

Local Drive

Directories Backpay

Backpay.mdb

**Software Configuration on Server**

**Directory**

Backpay

**Files**

Datafile for Backpay

**Desktop Hardware supported on (386, 486, Pentium)**

Pentium or Better with Win95

**Desktop configuration (special cards/connections)**

Network Access

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

Supported by Dan Dalio, Finance Office

**3. Procedures for Contractor carrying out support requirements**

Files in above directory must be restored from backup otherwise all data in lost.

**4. Phone number - (202) 273-4230**

**5. System documentation**

User

Reference

Technical Training (if available)

**AIS systems requiring support services: Dan Dalio**

**Finance**

**1. Name of Application/System : Connect:Direct**

**Purpose of this application**

Transmit Payment information to Treasury - KFC

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office:            Sondra Rhodes  
                                     Dan Dalio  
                                     Mary Zimmerman  
                                     Phyllis Pelham  
                                     Raj Mohan  
                                     Kark Rohrbaugh  
                                     Rita Beaudoin

**2. Name of Application/ System: Connect:Direct**

**Server the SW resides on**

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

Current Version requires 386 with Dos 6.0 or later

In process of upgrading to NT Version - Pentium or Better with Windows NT

**Desktop configuration (special cards/connections)**

Security encryption device (Supported by Treasury Contractor)

Modem

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio, Finance Office

Hardware Support Required for PC & Modem

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation - Located in Finance**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Dan Dalio**

**Finance**

**1. Name of Application/System : Treasury Offset Program (TOP)**

**Purpose of this application**

Access Treasury Secure Intranet

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office - Sondra Rhodes

**2. Name of Application/ System: TOP**

**Server the SW resides on: NONE**

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

Pentium or Better with Modem

**Desktop configuration (special cards/connections)**

**Nuances, known bugs, and fixes**

Requires Dialup Network Access to Treasury Intranet.

Requires Standard Winsock not Instant Internet version

Will not work with modem pools (Shiva)

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio Finance Office

Hardware Support Required for PC & Modem

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation - Located in Finance**

User

Reference

Technical Training (if available)

**AIS systems requiring support services: Dan Dalio**

**Finance**

**1. Name of Application/System : Electronic Certification System**

**Purpose of this application**

Certification of Payments at Treasury

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office - Authorized Personnel

**2. Name of Application/ System: ECS**

**Server the SW resides on NONE**

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

Standalone 386 or 486 PC.

**Desktop configuration (special cards/connections)**

Security Devices

Security Board & Smart Card Reader

Modem

Printer

**Nuances, known bugs, and fixes**

Current Board will not work with Faster PC's. (Faster than 100 Mz 486 or Pentium)

Requires old systemboard with full size 16 bit ISA slot . Will not work with riser board.

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio, Finance Office

**Priority Hardware Support Required for PC**

**3. Procedures for Contractor carrying out support requirements**

Files are backed up each day to diskette.

Requires Security Card and password to reinstall Software

**4. Phone number - (202) 273-4230**

**5. System documentation - Located in Finance**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Dan Dalio**

**Finance**

**1. Name of Application/System: FEDTAX**

**Purpose of this application**

Access Tax Information at Treasury  
Transmit Tax Payment Information to Treasury

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office: Rita Beaudoin  
Mary Zimmerman  
Sondra Rhodes  
Karl Rorhbaugh

**2. Name of Application/ System: Fedtax**

**Server the SW resides on - NONE**

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

Pentium or Better with Modem

**Desktop configuration (special cards/connections)**

**Nuances, known bugs, and fixes**

Requires Dialup Network Access to Treasury Intranet.  
Requires Standard Winsock not Instant Internet version  
Will not work with modem pools (Shiva)

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio, Finance Office  
Hardware Support Required for PC & Modem

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation - Located in Finance**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Dan Dalio**

***Finance***

**1. Name of Application/System : Fedwire**

**Purpose of this application**

Verify Wire transfers into Agency account at Treasury

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office - Sondra Rhodes

**2. Name of Application/ System: Fedwire**

**Server the SW resides on**

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

Pentium or better with Win95 and Modem

**Desktop configuration (special cards/connections)**

Security device

Modem

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio, Finance Office

Hardware Support Required for PC & Modem

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation - Located in Finance**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Dan Dalio**

**Finance**

**1. Name of Application/System : GOALS**

**Purpose of this application**

Access Treasury to retrieve Financial Reports

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office:        Sondra Rhodes  
                              Rita Beaudoin  
                              Regina Ross  
                              Mary Zimmerman  
                              Jerrice Harmon

**2. Name of Application/ System: TOP  
Server the SW resides on NONE**

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**  
486 or better with Modem

**Desktop configuration (special cards/connections)**

**Nuances, known bugs, and fixes**  
Will not work with modem pools (Shiva)

**Support Requirements & Contact Point/Domain Expert**  
System Supported by Dan Dalio, Finance Office  
Hardware Support Required for PC & Modem

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation - Located in Finance**  
**User**  
**Reference**  
**Technical Training (if available)**

## AIS systems requiring support services: Dan Dalio

### *Finance*

1. **Name of Application/System : HHG**  
**Purpose of this application**  
Access to GSA Household / Relocation System  
  
**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**  
Finance Office - Rita Beaudoin
2. **Name of Application/ System: HHG**  
**Server the SW resides on NONE**  
  
**Software Configuration on Server**  
  
**Desktop Hardware supported on (386, 486, Pentium)**  
486 or better with Modem and CD-ROM Drive  
  
**Desktop configuration (special cards/connections)**  
  
**Nuances, known bugs, and fixes**  
  
**Support Requirements & Contact Point/Domain Expert**  
System Supported by Dan Dalio, Finance Office  
Hardware Support Required for PC & Modem
3. **Procedures for Contractor carrying out support requirements**
4. **Phone number - (202) 273-4230**
5. **System documentation - Located in Finance**  
**User**  
**Reference**  
**Technical Training (if available)**

**AIS systems requiring support services: Dan Dalio**

**Finance**

**1. Name of Application/System : Check Remittance System**

**Purpose of this application**

Track Checks deposited by Agency

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office: Rita Beaudoin  
Sharon Young  
Mary Zimmerman  
Dan Dalio  
Raj Mohan  
Karl Rorhbaugh

**2. Name of Application/ System: Check Remittance  
Server the SW resides on FIN\_BUD\Sys1:\backpay**

**Software resides on local Drive c:\backpay**

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better with Modem and CD-ROM Drive

**Desktop configuration (special cards/connections)**

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio, Finance Office

Hardware Support Required for PC & Modem

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation - Located in Finance**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Dan Dalio**

***Finance***

**1. Name of Application/System : SIMPC - NFC**

**Purpose of this application**

Access to NFC

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office:           Phyllis Pelham  
                                  Dan Dalio  
                                  Karl Rohrbaugh

**2. Name of Application/ System: NFC**

**Server the SW resides on: NONE**

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better with Modem

**Desktop configuration (special cards/connections)**

**Nuances, known bugs, and fixes**

Will not work with modem pools (Shiva)

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio, Finance Office  
Hardware Support Required for PC & Modem

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation - Located in Finance**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Dan Dalio**

**Finance**

**1. Name of Application/System : MADE**

**Purpose of this application**

Data Entry Module for Agency Accounting System

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office

**2. Name of Application/ System: MADE**

**Server the SW resides on**

FIN\_BUD- Volume SYS1:

Directories MDE-ADMIN

MENU

MDE-FILE

MDE-SRC

MDE-OBJ

MDE-EXE

**Software Configuration on Server**

**Directory**

MDE-ADMN

MDE-FILE

MENU

MDE-SRC,MADE95

MDE-OBJ

**Files**

Batch files, Programs for Admin Users

ISAM Files

Batch files, Programs for Users

COBOL Source

OBJ Files

**Desktop Hardware supported on (386, 486, Pentium)**

386 or better

**Desktop configuration (special cards/connections)**

Network Access

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

Supported by Dan Dalio, Finance Office

**3. Procedures for Contractor carrying out support requirements**

Files in above directory must be restored from backup otherwise all data in lost.

**4. Phone number - (202) 273-4230**

**5. System documentation - Located on Fin\_Bud Filserver**

User

Reference

Technical Training (if available)

**AIS systems requiring support services: Dan Dalio**

**Finance**

**1. Name of Application/System : Misc. Software/Hardware**

**Purpose of this application**

Tape Drive & ODI Software - On PC in Finance Computer room

Barr Modem & Barrhasp Software - On PC in Finance Computer room

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office: Sondra Rhodes

Rita Beaudoin

Dan Dalio

Karl Rohrbaugh

Raj Mohan

Phyllis Pelham

**2. Name of Application/ System: Travel Manager**

**Server the SW resides on**

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

486 or Better

**Desktop configuration (special cards/connections)**

Barr Hasp Internal modem

Tape Controller Card

Tape Drive

**Nuances, known bugs, and fixes**

Unknown if above devices will work on Pentium PC or Win95/98/NT

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio, Finance Office

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation -**

User

Reference

Technical Training (if available)

**AIS systems requiring support services: Dan Dalio**

***Finance***

**1. Name of Application/System : ROBS**

**Purpose of this application**

Tracking Budget in Regional Offices

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Finance Office:           Sondra Rhodes  
                                  Rita Beaudoin  
                                  Raj Mohan  
                                  Dan Dalio  
                                  Karl Rohrbaugh

**2. Name of Application/ System: Fedwire**

Server the SW resides on

**Software Configuration on Server**

**Desktop Hardware supported on (386, 486, Pentium)**

Pentium or better with Win95 and Access 97

**Desktop configuration (special cards/connections)**

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

System Supported by Dan Dalio, Finance Office and Greg Yedell, ITB

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4230**

**5. System documentation -**

**User**

**Reference**

**Technical Training (if available)**

## AIS systems requiring support services: Kent Larson

**1. Name of application/System: Lotus Notes**

**Purpose of this application**

Download and deliver the Daily Labor Report to NLRB offices throughout the country.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Library staff, Frank Battle in Division of Administration, Kent Larson and Garrett Hutsko in the Information Technology Branch.

**2. Name of Application/ System: *Judges Case Tracking System***

**Server the SW resides on**

Server - HQ - SERVER - 1

Volume -

Directory -

Mapped -

**Software Configuration on Server**

NT Server 4.0

Lotus Notes 4.6.1

**Desktop Hardware supported on (386, 486, Pentium)**

486 or better running Windows 3. 1, Windows 95/98 or Windows NT Workstation 3.x and above.

**Desktop configuration (special cards/connections)**

Lotus Notes software must be loaded on each client.

**Nuances, known bugs, and fixes**

Have had ongoing DLL conflict problems when non Notes software is installed on the client. The usual solution is to copy the original Windows 95 "wsock32.dll in the Lotus Notes directory on the client. The usual directory name is "C:\Notee'. The original "wsock32.dif" is usually in CC c:\windows\systemf' renamed as "wsock32.001" or "wsock32.baV" and is about 63k in size, as of this writing.

**Support Requirements & Contact Point/Domain Expert**

FTE: Kent Larson

Contractor

Vendor

**3. Procedures for Contractor carrying out support requirements**

Knowledge of desktop operating system and potential DLL conflicts necessary. Knowledge of Lotus Notes application usage helpful.

**4. Phone number (202) 273 - 4089**

**5. System documentation - None**

User - Online

Reference - Online

Technical Training (if available)

**AIS systems requiring support services: Kent Larson**

**1. Name of Application/System : Executive Secretary Case Tracking System**

**Purpose of this application**

Track cases as processed by the Board Members.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Office of Executive Secretary support staff, staff attorneys and managers. Support staff to the Board Members.

**2. Name of Application/ System: *Judges Case Tracking System***

**Server the SW resides on**

Server - BOARD

Volume - BD SUP

Directory - \EXSEC

Mapped - Usually "H:"

**Software Configuration on Server**

DataFlex 2.3b **for DOS**. DataFlex runtime files and utilities should be located in the directory with the data files or in a searched drive.

**Desktop Hardware supported on (386, 486, Pentium)**

386 or better capable of running DOS

**Desktop configuration (special cards/connections)**

N/A

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Kent Larson

Contractor

Vendor

**3. Procedures for Contractor carrying out support requirements**

Application developed "in house" and requires DataFlex expertise to support.

**4. Phone number - (202) 273-4089**

**5. System documentation - None**

User - Dated user manuals and limited development/support docs.

**Reference**

**Technical Training (if available)**

## AIS systems requiring support services: Kent Larson

**1. Name of Application/System: Headquarters Access System**

**Purpose of this application**

Display and print case activity on a case by case basis. Produce ad hoc FOIA and management reports. Generates graphs displaying case intake information.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Operations Management, Representation Appeals, General Counsel staff, Information Technology Branch staff, Contempt.

**2. Name of Application/ System: Judges Case Tracking System**

**Server the SW resides on**

Server - OPS MGT

Volume - HQACCESS

Directory - \HQACCESS

Mapped - Usually " J:"

**Software Configuration on Server**

DataFlex 3.01b for DOS. DataFlex runtime files and utilities are located in "\HQACCESS\DF301". Harvard Graphics is located in "\HQACCESS\SHOW".

**Desktop Hardware supported on (386, 486, Pentium)**

3 86 or better capable of running DOS

**Desktop configuration (special card/connections)**

N/A

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Kent Larson

Contractor

Vendor

**3. Procedures for Contractor carrying out support requirements**

Application developed 'in house' and requires Dataflex expertise to support.

**4. Phone number - (202) 273-4089**

**5. System documentation - None**

User

Reference

Technical Training (if available)

## AIS systems requiring support services: Kent Larson

**1. Name of Application/System: Judges Case Tracking System**

**Purpose of this application**

Track cases as processed by the Judges Division.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Judges Division support staff and judges with offices located in Washington, New York, Atlanta and San Francisco.

**2. Name of Application/ System: *Judges Case Tracking System***

**Server the SW resides on**

Washington -

Server - HQ - JUD

Volume - SYS2:

Directory - \JUDGES

Mapped - Usually "L:"

New York Server - NY JUD Volume - SYS 1: Directory - VUDGES Mapped - Usually " T:"

Atlanta Server - ATL JUD Volume - SYS 1: Directory - \JUDGES Mapped - Usually " T:"

San Francisco Server - SF JUD Volume - SYS I: Directory - \JUDGES Mapped - Usually " T:"

**Software Configuration on Server**

DataFlex 2.3b for DOS. DataFlex runtime files and utilities should be located in the directory with the data files or in a searched drive.

**Desktop Hardware supported on (386, 486, Pentium)**

386 or better capable of running DOS

**Desktop configuration (special cards/connections)**

N/A

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

FTE: Kent Larson

**Contractor**

**Vendor**

**3. Procedures for Contractor carrying out support requirements**

Application developed " in house" and requires DataFlex expertise to support.

**4. Phone number - (202) 273-4089**

**5. System documentation - None**

**User**

**Reference**

**Technical Training (if available)**

**AIS systems requiring support services: Kent Larson**

**1. Name of Application/System: Special Litigation Branch  
Purpose of this application**

Track cases as processed by the Special Litigation attorneys.

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Special Litigation support staff, staff attorneys and managers.

**2. Name of Application/ System: *Judges Case Tracking System*  
Server the SW resides on**

Server - ENF LIT

Volume - SL13

Directory - \SPLIT

Mapped

**Software Configuration on Server**

DataFlex 2.3b for DOS. DataFlex runtime files and utilities should be located in the directory with the data files or in a searched drive.

**Desktop Hardware supported on (386, 486, Pentium)**

386 or better capable of running **DOS**

**Desktop configuration (special cards/connections)**

N/A

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

**FTE:** Kent Larson

**Contractor**

**Vendor**

**3/ Procedures for Contractor carrying out support requirements**

Application developed "in house" and requires DataFlex expertise to support.

**4. Phone number - (202) 273-4089**

**1.8 System documentation - None**

**User -** Dated user manuals and limited development/support docs.

**Reference**

**Technical Training (if available)**

## **AIS systems requiring support services**

- 1. Name of Application/System: Appellate Court Case Lookup**  
**Purpose of this application**  
Give Agency users access to the Appellate Court Report on status of cases  
  
**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**  
Used widely through out the agency by those who have requested access and in all the regions
  
- 2. Name of Application/ System**  
**Server the SW resides on**  
Available on the file server located in each region and on the Operations Management file server in Headquarters  
  
**Software Configuration on Server**  
Uses Access 2  
  
**Desktop Hardware supported on (386, 486, Pentium)**  
Any PC that can run Access 2  
  
**Desktop configuration (special cards/connections)**  
Uses the Setup located in the Appdiv directory  
  
**Nuances, known bugs, and fixes**  
  
**Support Requirements & Contact Point/Domain Expert**  
**FTE**  
**Contractor**  
**Vendor**
  
- 3. Procedures for Contractor carrying out support requirements**
  
- 4. Phone number**
  
- 5. System documentation**  
**User**  
**Reference**  
**Technical Training (if available)**

## AIS systems requiring support services

**1. Name of Application/System: System 80 Work Station**

**Purpose of this application**

These consist of (2) 386 and (2) 486 PC's with a Step Card installed which allows the PC's to connect to the System 80 Main Frame

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

These work stations are located in Ken Days, Garrett Hutsko, Carolyn Brown, and the System 80 areas

**2. Name of Application/ System**

Server the SW resides on

Software Configuration on Server

Desktop Hardware supported on (386, 486, Pentium)

Desk-top configuration (special cards/connections)

Nuances, known bugs, and fixes

Support Requirements & Contact Point/Domain Expert

**FTE:** Garrett Hutsko, Maggie Burwell

**Contractor:** Allison & Ross

**Vendor:** Allison & Ross

**3. Procedures for Contractor Carrying Out Support Requirements**

**4. Phone Number - (202) 273-4069**

**5. System Documentation**

User

Reference

Technical Training (if available)

## **AIS systems requiring support services**

**1. Name of Application/System: Case Handling Information Processing System (CHIPS)**

**Purpose of this application**

Collection of all C & R case information that the Regions handle

**User of this application (e.g., HQ only, Field only, attorneys only, judges only, all employees, examiners, compliance officers)**

Field offices

**2. Name of Application/ System**

**Server the SW Resides on**

Gateway 486 DX, Compac 3000

**Software Configuration on Server**

Novel 3.12, Novell 4.11, Intranetware

**Desktop Hardware supported on (386, 496, Pentium)**

386, 486 and Pentium

**Desktop configuration (special cards/connections)**

Courier V.everything Modem

**Nuances, known bugs, and fixes**

**Support Requirements & Contact Point/Domain Expert**

**FTE:** Albert E. Wright

**Contractor:**

**Vendor:**

**3. Procedures for Contractor carrying out support requirements**

**4. Phone number - (202) 273-4091**

**5. System documentation**

**User - C & R Case Data Entry Documentation**

**Reference**

**Technical Training (if available)**

## **AIS systems requiring support services: Richard Hendricks**

### **Personnel/payroll systems requiring support services**

#### **1. Automated Personnel Display System (AUTOPERS)**

- 1.1** Purpose of this systems is to provide the Personnel Branch of NLRB snapshot information (name, pay grade, location, etc.) on all NLRB current employees.
- 1.2** Users of this application are Chief, Personnel Branch, Section Chiefs, Personnel Classification Specialist, and key personnel in Personnel Branch.
- 1.3** System is DATAFLEX software. Located on Admin File Server in Pers Directory.
- 1.4** Primary support person for this system is Richard Hendricks, Information Technology Branch. Documentation is also maintained by Richard Hendricks. Phone (202) 273-4132.
- 1.5** All users access the system by a bat file (Pers.bat) with an ICON located on their desktop screens.
- 1.6** System is updated every pay period with downloaded data from the National Finance Center, New Orleans, La.

#### **2. Automated Full Time Equivalent Reporting System (AFTER)**

- 2.1** Purpose of this system is to provide the Budget Office of NLRB with payroll benefits and compensation information on employees to determine the cost to the agency for each employee.
- 2.2** Users of this application are the Auditors and Budget analysts of the Budget office.
- 2.3** System is currently in DATAFLEX software but will be converted to Microsoft Access in the near future. Located on the ITB\_DEV file server in Pay Directory.
- 2.4** Primary support person for this system is Richard Hendricks, Information Technology Branch. Documentation is also maintained by Richard Hendricks. Phone (202) 273-4132.
- 2.5** All users access the system utilizing a Bat file (FTE.bat) located on their desktop screens.

### **3. Equal Employment Opportunity Statistical Profile Reporting System**

- 3.1** Purpose of this system is to provide the EEO office with the report writing capabilities to provide the EEOC with end of fiscal year profile statistical data on NLRB employees.
- 3.2** Users of this application are the EEO specialists in the EEO office.
- 3.3** System is currently in DATAFLEX software but will be converted to Microsoft Access in the near future. Located on the Admin file server in the PERS Directory.
- 3.4** There is a sub-system of the EEO system for reporting on handicap employees of NLRB. Users of the subsystem are Personnel Specialist in the Employees Assistance Program Section of the Personnel Branch
- 3.5** Printing of reports from this system requires a printer capable of having the fonts modified to allow for printing of special line characters.
- 3.6** All Users access the systems with a bat file (EEO.bat) with an ICON on their desktop screen.
- 3.7** Primary support person for this system is Richard Hendricks, Information Technology Branch. Documentation is also maintained by Richard Hendricks. Phone (202) 273-4132.

### **4. Merit Pay (Performance) system**

- 4.1** Purpose of this system is to provide a personnel specialist in the personnel branch with base and scheduled salary information along with performance appraisal information on NLRB employees in pay grades 13, 14, and 15.
- 4.2** User of this application is personnel staffing specialist in the personnel branch.
- 4.3** System is currently in DATAFLEX software and will be converted to Microsoft Access. System is located on Admin File Server in the PERS Directory.
- 4.4** Users access the system with a bat file (GM.bat) with an ICON located on their desktop screen.
- 4.5** Printing of reports from this system requires a printer capable of having the fonts modified to allow for printing of special line characters.
- 4.6** Primary support person for this system is Richard Hendricks, Information Technology Branch. Documentation is also maintained by Richard Hendricks. Phone (202) 273-4132

## **5. Advice System.**

- 5.1** Purpose of this system is to track the advice and injunction recommendations on Labor Relations cases from the regional offices.
- 5.2** The principle users of this system are the attorneys and clerical staff in the Division of Advice and Injunctions Branch in the Headquarters building, Washington, DC.
- 5.3** System is currently in DATAFLEX software with plans to covert to Microsoft Access. System is located on the Advice File Server.
- 5.4** Users access the system with a bat file (AD.bat) located either on desktop screen or in their individual home directory.
- 5.5** Printing of reports from this system requires a printer capable of having the fonts modified for printing of special line characters.
- 5.6** Richard Hendricks and Al Wright of the Information Technology Branch provide primary support for this system. Al Wright maintains documentation. Phone: R.Hendricks (202) 273-4132, Al Wright (202) 273-4091.

## **6. Payroll/Personnel History System**

- 6.1** Purpose of this system is to provide personnel/payroll history data on NLRB employees to the personnel branch.
- 6.2** The principle users of this system will be the Personnel staffing specialist and Payroll personnel in the Personnel Branch.
- 6.3** System is currently in DATAFLEX software and is in the process of being converted to Microsoft Access. System is currently located only on the PC located in Richard Hendricks' office. Plans are to move the system to the PERS directory on the Admin File Server upon completion of conversion and testing of the Microsoft Access version of the system.
- 6.4** When converted users in the Personnel Branch will access the system via an ICON located on their desktop screen.
- 6.5** Primary responsibility for support of this system will remain with Richard Hendricks, Information Technology Branch. Phone (202) 273-4132.

**7. Tickler / 52 System**

- 7.1** Purpose of this system is to provide the Personnel Staffing Specialist of the Personnel branch with a method of tracking movement of Form 52 and 120/90 day notices of Appraisal due dates for NLRB employees.
- 7.2** The principle users of this system are the Personnel Staffing Specialist and supervisory personnel of the Personnel Branch.
- 7.3** System is currently in DATAFLEX software and will be converted to Microsoft Access. System is located on the individual PC of the Personnel Staffing Specialist in the Personnel Branch.
- 7.4** The Form 52 will be incorporated into the Agency form flow project and will be download from the Internet site.
- 7.5** The primary responsibility for this system was with L.Brad Gregory of Information Technology Branch, but is now with Richard Hendricks, Information Technology Branch. Phone (202) 273-4132.

## **AIS systems requiring support services: Sharon Lee**

- 1. Office of Appeals** - An automated casetracking system used to track "C" case Appeals. The functions of this system are data entry, retrieving and reporting. The retrieving function of this system is accessed by each person in the Office of Appeals.  
  
    **JYREPORT** is a separate reporting system used only by one staff member in the Office of Appeals to produce Office of Appeals timelags.
- 2. Office of Representation Appeals** - An automated casetracking system used to track R-case Appeals and Requests for Reviews of the RDs' Decisions. The functions of this system are data entry, retrieving and reporting. The retrieving function of this system is accessed by any person in the Office of Representation Appeals, several staff personnel in the Executive Secretary's Office and on the Board's staffs.
- 3. Appellate Court Branch** - An automated casetracking system used to track C cases that have gone to the Appellate Court. The functions of this system are data entry, retrieving, and reporting. The retrieving function of this system is accessed by each person in the Appellate court and also may be found on any PC in the agency where the user does casetracking.
- 4. Docket and Order Section** - An automated casetracking system used to record any and all correspondence addressed to the Board concerning C and R cases. The functions of the system are data entry, retrieving and reporting. This retrieving function of this system is accessed by any person in the Executive Secretary's Office, Representation Appeals, the Board's staffs, and may be found on any PC where the user does casetracking. Several retrieval programs are used depending on the office accessing the information.
- 5. Docket and Order Labeling System** - An automated labeling system. The functions of the system are data entry, printing of envelope labels, and printing affidavit addresses of the parties involved in a case. This system is used only by the Docket and Order Section.
- 6. Supreme Court System** - An automated casetracking system used to track all cases where a party petitions the Supreme Court for Certiorari. The functions of this system are data entry, retrieving and reporting. The system is only accessed by Sharon Lee in the Information Technology Branch and a staff member in the Supreme Court Branch. Although, retrieving of old cases are linked with several other application Programs.

### **List of Headquarters systems supported by Sharon Lee**

1. Office of Appeals - Casetracking for C Cases
2. Office of Representation Appeals - Casetracking for R Cases
3. Appellate Court Branch - Casetracking for C Cases
4. Docket and Order Section - Casetracking for C and R Cases
5. Docket and Order Labels - Labelling and Addressing for C and R Cases
6. Supreme Court Branch - Casetracking for C and R cases

### **Requirements and Support**

With the exception of the Docket and Order Labeling System, which is written in Access 2.0 software language, **all systems** are written in **Dataflex 2.3** software language. The applications, database files, and language software reside on the Novell file server. The applications are

DOS-based and they can be run on a 386, 486 and or a Pentium PC. Each Dataflex and Access 2.0 application uses a program icon on the desktops to either execute the application directly or execute through a bat file. All systems are in-house supported with no contractor intervention.

The Docket and Order Labelling System application software and Language software reside on each Docket and Order user's PC. The data files reside on the Novell file server.

The only help desk requirement that may be of concern is that when loading or testing other PC software on Pentiums, be sure to close out any DFRUN or bat file application on the taskbar. If other software installation or testing causes a to reboot to the system while an application is open, the files are automatically corrupted. The users may not notify me until days or weeks later that data is missing or corrupted. If this occurs at that point, I do not have the slightest clue as to what caused the problem.

## **File Servers**

Docket and Order - Board-Bdsup.Board.:\Exsec

Representation Appeals - Board-Bdsup.Board.:\Repfo

Docket and Order Labelling - Board-Bdsup.Board.:\Msadock

Office of Appeals - Enf Lit-OA.Enf Lit.:\Appeals

Appellate Court Branch - Enf Lit-ACB.Enf Lit.:\Ellit

Supreme Court Branch - Enf-Lit-SCB.Enf Lit.:\Elset

## AIS systems requiring support services: Sharon Lee

**1. Name of Application/System: Congressional System**

**Purpose of this application**

An automated system used to record information and to provide generated reports of written inquiries from senators and congressmen concerning NLRB matters. All inquiries are directed to the General Counsel and then sent to Operations Management.

**User of Application**

Kay Mensah,  
Division of Operations  
Telephone: (202)-273-2879

**2. Name of Application/System**

**Server the SW resides on**

CPS MGT OPER

**Software**

Microsoft Access 97

**Desktop Hardware supported on (386, 486, Pentium)**

Gateway 2000 E-3 100

**Desktop configuration (special cards/connections)**

**Support Requirements & Contact Point/Domain Expert**

In-house, Contact - Sharon Lee, Information Technology Branch

**3. Procedures for Contractor carrying out support requirements**

**4. Phone Number (202)-273-4068**

**5. System Documentation**

User

Reference

Technical Training (if available)

## AIS systems requiring support services

1. **Name of Application/System:**  
**STAMPS (Statistical Analysis Monthly Processing System)**  
  
**Purpose of this application**  
To produce information measuring regional performance and identifying areas which require special managerial and supervisory attention.  
  
**User of this application:**  
Statistical Services staff only
2. **Name of Application/System**  
**Server the SW resides on**  
Admin\MISB volume  
  
**Directory:**  
\Stat\Stamps  
  
**Software Configuration on Server**  
\Stat\Stables\stables.mdb  
  
**Desktop Hardware supported on (386, 486, Pentium)**  
386, 486, Pentium or better  
  
**Desktop configuration (special cards/connections)**  
C:\Stamps\Stamps.ini  
C:\Stamps\Stamps\Stamp.mdb  
  
**Support Requirements & Contact Point/Domain Expert**  
FTE : Dana Caine
3. **Procedures for Contractor carrying out support requirements**  
Contact Dana Caine
4. **Phone Number (202) 273-4067**
5. **System Documentation - See Dana Caine**  
**User**  
**Reference**  
**Technical Training**

## **AIS systems requiring support services**

**1. Name of Application/System :**  
**Statistical Services Forms in MS Excel 5.0 or better**

**Purpose of this application**

To automate NLRB forms to allow for electronic transmission. These forms are Regional Case Dispositions, Initial Elections, RD Decisions, and 10(j) Injunctions. Once transmitted, these forms are imported into STAMPS.

**User of this application:**

Regional employees and Statistical Services staff only

**2. Name of Application/System**

**Server the SW resides on**

Regional files are on the Each region's server

Statistical Services files are on MISB\STAT Volume

**Directory:**

Regional files are in their PUBLIC directory

Statistical Services files are in \Stat\

**Software Configuration on Server**

Regional files: \PUBLIC\NLRB4538.xls (Master copy)

\PUBLIC\FY4538MM.xls with FY being the fiscal year and MM being the reporting month (Working copy)

\public\10jForm.xls (Master Copy)

\public\FY10jMM.xls xls with FY being the fiscal year and MM being the reporting month (Working copy)

\public\FYRDDEC.xls (Master Copy)

\public\FYRDDEC.xls with FY being the fiscal year and MM being the reporting month (Working Copy)

\public\FYMMIERN.xls (Master Copy)

\public\FYMMIERN.xls with FY being the fiscal year and RN being the region's number (01-37) (Working Copy)

Statistical Services receives the region's working copy each month via ccMail and stores it in \Stat\Regions\.

**Desktop Hardware supported on (386, 486, Pentium)**

386, 486, Pentium or better

**Desktop configuration (special cards/connections)**

File must be saved in MS Excel 5.0 format.

**Support Requirements & Contact Point/Domain Expert**

**FTE :** Dana Caine

**FTE :** Joyce Paige

**3. Procedures for Contractor carrying out support requirements**

Contact Dana Caine (202) 273-4067

Joyce Paige (202)273-4186

**4. Reference attached**

## **Directions for Entering Dispositions Data into the Excel Spreadsheet**

**Note: This spreadsheet is not to be altered in anyway, unless authorized by Statistical Services.**

The user(s) of this data entry file must have Microsoft Excel 5.0 in order to enter data.

### **Placing Your Regional Number in the File**

Open the file by clicking on FILE, OPEN, identify the proper directory which the file is located along with the **filename (NLRB4538.XLS)**, and click on ENTER.

After reading the directions, click on the tab labeled Page 1, and click on the cell labeled as Region #. Press the F2 key to Edit the cell (or data entry). Delete the # sign and type in your regional number (01-37). This will be the only time you type your regional number into this spreadsheet.

You should then save the file by clicking on FILE, SAVE, and then on FILE, and CLOSE to close the file

### **Backing Up the File**

You should never enter data into the **NILRB4538.XILS** file. This is your backup file. You should also make two other backup copies of this file on the primary user's hard drive and on a floppy disk.

You can create a backup on the hard drive by opening the file (if not already open) and clicking on FILE, SAVE AS, and entering **C:\NLRB4538.XLS**.

You can create a backup on a floppy disk by opening the file and choosing FILE, SAVE AS, and entering **A:\NLRB4538.XLS or B:\NLRB4538.XLS**. Don't forget to place a disk in your A:\ or B:\ drive.

### **Using One File per Fiscal Year & New File Name**

It is very important that you understand that an entire fiscal year's data be put into a single file to be named as **FY4538RN.XLS** (FY being the Fiscal Year and RN being the region number **(01-37)**). If your region's file is altered in any way or not named correctly, statistical services will not properly receive the file.

### **Entering Data and Corrections**

**Only Numeri (0-9)** data is to be entered into pages I through 5 of this file. By placing non-numeric characters on pages I - 5, your submission of the report will be incorrect.

The spreadsheet will not allow you to enter data into columns 2, 4, 5, 6, 7, 99 109 12~ 149 19, 32 because they are summarized columns to show the total for categories 1, H, and III.

Corrections are to be recorded on page 6. This is the only area in which you will list corrections.

All corrections should be placed in the current month's cell (or data entry point). For example, if you just finished entering July's data and have a correction in June (or any previous Month), the correction should be placed in July's cell.

Corrections should be listed in the format:

Month - Column #: incorrect number to correct number

An example of this is:

May - Column 2(c) : 58 to 45

Please note that each cell (or data entry area) can only contain up to 256 characters, therefore no other information should be placed on this page.

### **Keeping copies for regional purposes**

Hard Copy (printed copy):

We strongly suggest that you keep a hard copy of the file updated each month, meaning each month you should print the file with the new month's data in it. This can be done by clicking on FILE, PRINT, ENTIRE WORKBOOK, PAGE(S), and typing in the page numbers as I - 6.

If there are any questions, do not hesitate to call Dana Caine at (202) 2734127 or Joyce Paige at (202) 273-4186.

### **Keeping 2 copies for regional purposes**

Hard Copy (printed copy):

We strongly suggest that you keep a hard copy of the file updated each month, meaning each month you should print the file with the new month's data in it. This can be done by clicking on FILE, PRINT, ENTIRE WORKBOOK, PAGE(S), and typing in the page numbers as I - 6.

If there are any questions, do not hesitate to call Dana Caine at (202) 2734127 or Joyce Paige at (202) 273-4186.

## **DIRECTIONS FOR ENTERING REGIONAL DIRECTOR DECISIONS DATA INTO THE EXCEL SPREADSHEET**

**Note: This spreadsheet is not to be altered in any way, unless authorized by Statistical Services. In order to use this file, you must have Microsoft Excel 5.0, Microsoft Excel 95, or Microsoft Excel 97.**

**This data entry file MUST always be saved in the current format which is Microsoft Excel 95/97 Workbook(\*.xls).**

### **Backing up the File**

You should never enter data into the **FYMMRDRN.XLS** file. This is your backup file. You should make two other backup copies of this file on the primary users hard drive and on a floppy disk. You can create a backup on the hard drive by opening the file (if not already open) and clicking on FILE, SAVE AS, and entering **C:\FYMMRDRN.XLS**. You can create a backup on a floppy disk by opening the file and choosing FILE, SAVE AS, and entering **A:\FYMMRDRN.XLS** or **B:\FYMMRDRN.XLS**. Don't forget to place a disk in your A:\ or B:\ drive.

### **Naming the File for Monthly Use & Using One File Per Month**

It is very important that you send the file each month with **ONE Month's data** (the reporting month) and name it as **FYMMRDRN.XLS** (FY being the Fiscal Year, MM being the Month [01-12] and RN being the region number 01-37: e.g. 9801RD01.XLS). You can do this by clicking FILE , SAVE AS, enter file name as previously specified.

### **Entering Data and Corrections**

When entering the case number, enter the region number (01 -34), the docket number should be entered into the spreadsheet first and then in the next column the case type should be entered. DO NOT enter the docket number and the case type in the same cell. For example, under the docket number type the case as whole number, e.g., 12345. Then after moving to the next cell, type the case type, e.g. CA. All Dates should be entered as **MM/DD/YYYY**, for example, 01/05/1998.

If corrections need to be made on subsequent reports, they should be noted appropriately after all current month cases. Please DO NOT add any special characters to the any of the fields, or the data submitted by your region will not be unless authorized by Statistical Services.

### **Keeping copies for Regional purposes**

Hard Copy (printed copy):

We suggest that you print a hard copy of your file each Month for your purposes before submitting this file to the Stat Services mailbox. This can be done by clicking on FILE, PRINT, then selecting OK

**If there are any questions about these instructions or the data entry form, do not hesitate to call Dana Caine at (202) 2734067.**

## ELECTIONS DATA INTO THE EXCEL SPREADSHEET

**Note: This spreadsheet is not to be altered in any way, unless authorized by Statistical Services. In order to use this file, you must have Microsoft Excel 5.0, Microsoft Excel 95, or Microsoft Excel 97.**

This data entry file MUST always be saved in the current format which is Microsoft Excel 95/97 Workbook(\*.xls).

### **Backing up the File**

You should never enter data into the **FYMMIERN.XLS** file. This is your backup file. You should make two other backup copies of this file on the primary user's hard drive and on a floppy disk. You can create a backup on the hard drive by opening the file (if not already open) and clicking on FILE, SAVE AS, and entering **C:\FYMMIERN.XLS**. You can create a backup on a floppy disk by opening the file and choosing FILE, SAVE AS, and entering **A:\FYMMIERN.XLS** or **B:\FYMMIERN.XLS**. Don't forget to place a disk in your A:\ or B:\ drive.

### **Naming the file for monthly use & Using One File Per Month**

It is very important that you send the file each month with ***ONE Month's data*** (the reporting month) and name it as **FYMMIERN.XLS** (FY being the Fiscal Year, MM being the month [01-12] and RN being the region number [01-37]: e.g. 9801IE01.XLS). You can do this by clicking FILE, SAVE AS, enter file name as previously specified.

### **Entering Data and Corrections**

When entering the case number, enter the region number (01 - 34), the docket number should be entered into the spreadsheet first and then in the next column the case type should be entered. DO NOT enter the docket number and the case type in the same cell. For example, under the docket number type the case as whole number, e.g., 12345. Then after moving to the next cell, type the case type, e.g. CA. All Dates should be entered as MM/DD/YYYY, for example, 01/05/1998.

If corrections need to be made on subsequent reports, they should be noted appropriately after the current month's cases. Please do not add any special characters to the any of the fields, unless authorized by Statistical Services.

### **Keeping copies for Regional purposes**

Hard Copy (printed copy):

We suggest that you print a hard copy of your file each Month for your purposes before submitting this file to the **Stat** Services mailbox. This can be done by clicking on FILE, PRINT, then selecting OK

**If there are any questions about these instructions or the data entry form, do not hesitate to call Dana Caine at (202) 273-4067.**

## **AIS systems requiring support services: Jean Hill**

### **1. Name of Application/System: FORMS (Jetform)**

**Purpose of this application:**

To interface with CATS and also to run stand alone and print NLRB blank forms, or can be used to fill in forms.

**User of this application:**

Regions/Resident offices/Sub Regions and Headquarters

### **2. Breakdown of System**

**Server the system resides on**

FORMS is loaded on the Novell server in all Regions.

**Directory on Server;**

Y:\FormFlow\Filler25

**Desktop hardware supported:**

P200 Pentium, 32 Megabytes of primary memory, Fifteen (15) inch or greater video monitor; Three and one half (3.5) inch high-density, micro-floppy drive, CD-ROM drive; NE-2000 compatible network card, Super VGA or better video card supporting a minimum of 800x600x256 resolution.

**Desktop Configuration:**

Win 95, Microsoft Products

NLRB Menu developed by contractor that still furnishes technical support.

**FORMS**

Use with CATS is still under development.

**Support Requirement and Contact**

**FTE:** Jean Hill 202-273-2994

**Contractor:** Crutchfield & Associates

### **3. Procedures for Contractor carrying out support requirements**

FORMS is a COTS product, manual is available for support

### **4. Phone Number (202)-273-2994**

### **5. System documentation**

**User** – Documentation on file for menu

**Reference** – Software documentation by JetForm on file

**Technical Training** - available thru JetForm

**AIS system requiring support services: Jean Hill**

**1. Name of Application/System: CATS (under development, not full production)**

**Purpose of this application:**

Support Case Handling with the NLRB

**User of this application:**

Regions/Resident offices/Sub Regions/Headquarters/NLRB

**2. Breakdown of System**

CATS utilizes an NT and Novell server at Headquarters and one of each in the Region. Headquarters NT Servers shall operate under an Intel Pentium-Pro dual processor system; 256 megabytes of RAM, 10 Gigabytes of hard drive storage; LAN/WAN and remote access and an adequate backup system. Regional NT Servers shall operate under an Intel Pentium-Pro dual processor system; 128 Megabytes of RAM; 4 gigabytes of hard drive storage; WAN and remote access; data backup. For Novel server configuration, please see the Infrastructure comments submitted by Francis Young.

**Software Configuration on NT Server**

Microsoft NT Windows NT Server

Microsoft SQL Server version 6.5

**Directories on the Server's are:**

On regional Novell servers: Y:\CATS\CATSTCOR  
Y:\CATS\CATSTEMP  
Y:\CATS\CATSTREP  
Y:\CATS\SETUP

On regional workstations, the default directories created by the CATS installation are:

C:\Program Files\Borland

C:\Program Files\MSSQL

C:\Program Files\CATS

**Desktop hardware supported:**

P200 Pentium, 32 Megabytes of primary memory, fifteen (15) inch or greater video monitor; three and one half (3.5) inch high-density, micro-floppy drive, CD-ROM drive; 3-COM network card, Super VGA or better video card supporting a minimum of 800x600x256 resolution.

**Desktop Configuration:**

Win 95, WORD, FORMS, ensure that Commctl32.dll is version 4.20 or greater.

**CATS is still under development and not in full production and is supported by a contractor.**

**Support Requirement and Contact**

**FTE:** Jean Hill 202-273-2774

**Contractor:** EDS (contact via CATS on cc:mail)

Software user for CATS is Delphi version 3.5. Version 4.0 has been received but not being used at the present time. Data base software used is Sequel Server version 6.0. Reporting tool used is Crystal 6.0. Some of the development tools are: BPWin, Bounds Checker, DBDiff, Data Junction, Full Shot, Install Shield, Robo Help, PVCS, and SQA for testing.

- 3. Procedures for Contractor carrying out support requirements**  
(Help Desk calls for CATS are forwarded to EDS). Contact via CATS on cc:Mail or Project Manager, Jean Hill, 202-273-2994.
  
- 4. Phone Number – (202)-272-2994**
  
- 5. System documentation**  
**Technical** - Under development  
**Training** - Regions are being trained as deployed. Training documentation currently being updated to Release 1.1.